

**HARYANA GOVERNMENT
FINANCE (REGULATIONS) DEPARTMENT
Notification**

The 30th August, 1982.

No. 1/2/App.-11/82-AO(FD).—In exercise of the powers conferred by the proviso to article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Haryana hereby makes the following rules further to amend the Punjab Civil Services Rules, Volume I, Part II in its application to the State of Haryana, namely:—

1. These rules may be called the Punjab Civil Services Volume I, Part II (Haryana Fourth Amendment) Rules, 1982.

2. In the Punjab Civil Services Rules, Volume I, Part II (hereinafter referred to as the said rules) for Appendix 11, the following Appendix shall be substituted, namely:—

"APPENDIX 11

[Referred to in note to Rule 8.3, note to Rule 8.48 (a), note to Rule 8.50, note to Rule 8.116(iii), note to Rule 12.1 and Rule 12.2].

Instructions issued by the Comptroller and Auditor-General in order to secure efficiency and uniformity of Audit in relation to leave procedure.

1. *****

2. Before leave is sanctioned to a Government employee, the authority sanctioning the leave should either consult the leave account prescribed in paragraph 22 and satisfy himself that the leave is admissible, or obtain a certificate to that effect from the officer entrusted with the attestation of the entries in the leave account. When the application is for study leave or other leave specifically granted for the purposes of study out of India, the authority sanctioning the leave should obtain a certificate of admissibility from the Accountant General before sanctioning the leave.

3. **Military Officers:**—When a Military Officer becomes subject to the Civil Leave Rules the Defence Accounts Officer Incharge of his record of pension service will, on application and on being furnished with the date of commencement of active Service in Civil employ, furnish to the Head of Department/Office to whose audit he becomes subject, a memorandum showing the furlough earned, the different kinds of leave taken (distinguishing those which should be deducted from the maximum furlough admissible) and the balance of furlough due under the Military Rules.

4. (a) The requests for leave of the Military officers in Civil Employ whether they are subject to the Military Leave Rules or the Civil Leave Rules should be sent to the Head of Department in which the employee is working. The authority competent to sanction the leave will, if he considers it necessary consult the Defence Accounts Officer from whose payment the officer is transferred to the Civil Department before sanctioning leave and specifying the leave salary.

4. (b) In the case of a Military Officer subject to the Military leave rules, the sanctioning authority should obtain from the Defence Accounts Officer from whose payment the officer is transferred to the Civil Department a certificate stating the amount of leave to which the officer is entitled and the rate of leave pay and allowances admissible during the said period of leave.

5. **Government employees in foreign service:**—In the case of Government employee on foreign service, leave cannot be sanctioned until the Head of Department/Office of the Government (Union or State) under which he was permanently employed at the time of his transfer to foreign service, has certified the amount of leave and the leave salary admissible.

Note:—In the case of Military Officers, in temporary civil employee the Defence Accounts Officer who receives the foreign service contributions of the officers concerned is responsible for certifying the amount of leave and leave salary admissible, the necessary information in the case of Military Officers subject to the Civil Leave Rules being obtained from the Head of Department/Office. Similarly in the case of Government employee in commercial Department (e.g. Railway and Posts and Telegraph Departments) the certificate will be given by the Accounts Officer of the Commercial Department concerned who is responsible for bringing the contributions to account.

6. **Payments of Leave Salary in India:**—The leave salary of a Government employee on leave in India or on leave out of India cannot be drawn in India, except over the signature of the head of his office; and the latter is responsible for any overcharge.

7. *****

8. *****

9. A Government employee desirous of discontinuing his subscription to the General Provident Fund during leave should intimate his wishes in the matter to his Accountant-General before proceeding on leave.

10. *****

11. *****

12. *****

13. *****

14. **Leave salary during leave preparatory to retirement, etc.:**—A Government employee on leave preparatory to retirement under Rule 8.116(iii) of the Punjab Civil Services Rules, Volume I, Part I or any other corresponding rule, or terminal leave or such other leave on the expiry of which he is not expected to return to duty, should furnish a certificate that during the period for which leave salary is drawn he was not re-employed under Government, or local fund or a private employer. Similar necessary certificates should be recorded by the drawing officers on the bills in which the leave salary is drawn after obtaining declarations regarding non-employment from them.

Leave out of India

15. **Memorandum of Information:**—A memorandum of information for the guidance of Government employees proceeding on leave out of India should be supplied to each Government employee proceeding on leave out of India by the Head of Department/Office as soon as the grant of leave is gazetted or otherwise notified to him.

16(a) **Leave Salary Certificate.**—A Government employee who proceeds abroad on leave and is entitled or authorised to draw his leave salary abroad should be given a leave salary certificate by the Accountant-General who audited his pay before he proceeded on leave to enable him to draw leave salary from the High Commissioner for India in U.K. or Indian Embassy, (Mission etc. in other countries) as the case may be. A copy of the certificate should be furnished to the High Commissioner for India in U.K. or the Indian Embassy, etc. concerned, the copy being routed through the Director of Audit Central Revenues in the latter case.

Note.—When leave under Military rules is granted to a Military Officer in temporary civil employ, the authority sanctioning the leave will send a copy of the order to the Accountant-General concerned to enable him to issue the leave salary certificate (*vide* Army Headquarter India, adjutant General's Branch Memorandum No. B/56380 /1 (AGXI), dated the 14th September, 1939).

(b) Separate leave salary certificate should be issued in respect of periods of leave spent in India and abroad.

17. When a Government employee proceeds out of India on leave other than extraordinary leave and he is entitled/authorised to draw his leave salary abroad the Accountant-General who audits the pay bills as soon as the leave is granted or otherwise notified, communicate with the Government employee requiring him to give the necessary information to enable him to prepare the salary certificate.

18. Pay and allowances up to the date of relief as well as leave salary for the period of leave spent in India will continue to be paid in arrears through the disbursing officer from whom the Government employee draws his pay and allowances. The leave salary in foreign currency will be payable from the date on which the Government employee leaves India and proceeds to the foreign country. For this purpose the Audit Office of Director of Audit of Central Revenues as the case may be will cause the leave salary certificate to be sent to the address specified by the Government employee.

19. **Amended Certificates.**—If it becomes necessary to amend a leave salary certificate, the amendment should take the form of a short corrigendum worded so as to show only the particular item or items in which alterations have been made. This corrigendum should be forwarded by the Accountant General at the earliest possible date to the authority to whom the original leave salary certificate was sent (through the Director of Audit Central Revenues) where necessary; *vide* item 16(a). Every corrected leave salary certificate whether original or duplicate should be marked "Amended Certificate".

20. **Return to Duty:**—A Government employee who was on leave abroad must on return to India attach his copy of the L.P.C. obtained from the Mission abroad, to the first pay bill he presents to the disbursing officer in India.

21. *****

22. The leave account should be kept in form Punjab C.S.R. No. 16 in respect of Government Employees under the Revised Leave Rules, 1936, as modified with effect from 1st July, 1959.

23. When an employee subject to revised leave rules is transferred permanently to another Government, the head of the office from which he is transferred should complete the leave account showing the amount of "leave" at credit on the date of permanent transfer and send it to the Head of the office to which the Government employee is transferred. A copy of the leave account should also be sent at the same time to the Accountant General of the office from which the Government employee is transferred so as to enable him to accept the debit on account of leave salary for "earned leave" upto the extent indicated in the leave account, as and when the Government employee takes leave.

PART II RECORD OF SERVICE

(Extracts from Audit Code)

187. *****

188. A service book in form A.T.C. 4 as modified, *vide* Haryana Government Finance Department letter No. 3282-2FRI-76/31165, dated 23rd September, 1976 is to be maintained for every Government employee for whom it is prescribed under the orders of the Government concerned. In this book, every step in the Government employees' official life should be recorded and each entry attested by such superior officer as may be prescribed by the Government.

189. If Government employee is transferred to foreign service the Accountant-General of the Government (Union or State) under whom he was permanently employed at the time of his transfer to foreign service will, on receipt of the service book from the head of the office or department concerned have noted in it, over the signature of a gazetted officer, the order sanctioning the transfer, the effect of the transfer in regard to leave admissible during foreign service and any other particulars which he may consider to be necessary, and return the service book to the officer from whom it was received. On the Government employee's re-transfer to Government service the Accountant General will again have noted in the service book, over the signature of a gazetted officer, all necessary particulars concerned with the foreign service. All entries relating to the time spent in foreign service should be attested by the Audit Officer".

Form ATC 1
Form ATC 2

FORM A.T.C. 2-A

FORM OF LEAVE ACCOUNT

For Government employee subject to Revised Leave Rules, 1936

Name of Government employee _____

Domicile _____

Date of commencement of continuous service _____

Date of birth _____

Date of compulsory retirement _____

EARNED LEAVE					HALF PAY LEAVE ON PRIVATE AFFAIRS AND ON MEDICAL CERTIFICATE																	Total half pay leave taken (columns 17+21+24)	Balance on return from leave (columns 14-25)	Remarks		
DUTY			Leave earned (in days)	Leave at credit (in days column 9 plus 4 subject to the appropriate)	LEAVE TAKEN			Balance on return from leave (Columns 5-8)	LENGTH OF SERVICE			CREDIT OF LEAVE		LEAVE TAKEN												
From	To	Number of days			From	To	Number of days		From	To	Number of completed years of service	Leave earned (in days)	Leave at credit (columns 26 plus 13)	Leave on private affairs or on medical certificate			Commuted leave on medical certificate on full pay			Commuted leave converted into half pay leave (twice of column 20)	Leave not due on medical certificate (limited to 360 days in entire service)					
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27

Note.—1 The account of the additional leave admissible to officers of Class I and II Services under the proviso to paragraph 3 of Punjab Government letter No. 5078-FR-49/2552, dated the 24th September, 1949, should be worked out as and when necessary and maintained in a subsidiary account.

Note.—2 Periods of Extraordinary leave taken should be noted in red ink in column 27, for Remarks.

Note.—3 The entries in columns 10 and 11 should indicate only the beginning and end of completed years of service at the time the half pay leave commences. In cases where a Government employee completes another year of service while on half pay leave the extra credit should be shown in columns 10 to 14 by making suitable additional entries and this should be taken into account when completing Credit 26.

Note.—4 Wherever transition from one fraction to another takes place the credit at that stage should be rounded off to the nearest day, i.e. fraction below half should be ignored and those of half or more should be reckoned as a day.

FORM ATC 3

FORM ATC 3-A

FORM A.T.C. 4

(See Article 188 of Audit Code reproduced in Part II of Appendix 11)

श्री/श्रीमती/कुमारी

की

सेवा पंजी

Service Book of

Shri/Smt./Kumari,

I. जीवन-वृत्त
I. BIO-DATA

*फोटोग्राफ
*Photograph

1. पूरा नाम (साफ अक्षरों में)
Name in full (in block letters)
श्री
श्रीमती
कुमारी
Shri
Shrimati
Kumari
2. पिता का नाम (साफ अक्षरों में)
Father's name (in block letters)
3. पति का नाम (साफ अक्षरों में)
Husband's name (in block letters)
4. राष्ट्रियता (यदि भारत का नागरिक नहीं है तो पात्रता प्रमाण-पत्र की संख्या तथा तारीख)
Nationality (if not a citizen of India, number and date of eligibility certificate).
5. क्या अनुसूचित जाति/जन जाति का है ?
Whether a member of Scheduled Caste/Tribe ?
6. ईसवी सन और जहाँ कहीं सम्भव हो शक संवत् में भी जन्म की तारीख (शब्दों और संख्याओं दोनों में)
Date of birth b hiristian Era and wherever possible also Era (both in words and figures).
7. शैक्षणिक योग्यता :
Educational Qualifications:
(क) पहली नियुक्ति के समय
(a) at the time of first appointment
(ख) बाद में प्राप्त की गई
(b) subsequently acquired.
8. ऐसी व्यवसायिक तथा तकनीकी योग्यताएँ जिनका उल्लेख उक्त 7 में न किया गया हो
Professional and technical qualifications not covered by 7
9. नाप के अनुसार वास्तविक कद (बिना जूतों के)
Exact height by measurement (without shoes)
10. पहचान का वैयक्तिक चिन्ह
Personal mark of identification.
11. स्थायी घर का पता
*Permanent Home Address

12. सरकारी कर्मचारी के हस्ताक्षर जमाना बाएँ हाथ के अंगूठे का निशान (तारीख सहित)
Signature or left handthumb impression of the Government employee (with date)
13. साक्षात्कृत अधिकारी के हस्ताक्षर तथा पदनाम (तारीख सहित)
Signature and designation of attesting officer (with date).

*विपरीत से पहले कार्यालय प्रमुख द्वारा साक्षात्कृत किया जाना है।

*To be attested by the Head of Officer before pasting.

टिप्पणी.—सरकारी कर्मचारी की 10 वर्ष की सेवा के बाद नया फोटोग्राफ लगाया जाए।

Note.—Photograph should be renewed after 10 years of service of Government employee.

II प्रमाण पत्र और सत्यापन
II. CERTIFICATE AND ATTESTATION

क्रम सं. Serial No.	विषय Subject	प्रमाण-पत्र Certificate	प्रमाण कर्ता अधिकारी के हस्ताक्षर तथा पदनाम Signature and designation of the certifying officer
1	2	3	4
1.	स्वास्थ्य परीक्षा Medical examination	कर्मचारी की ————— को ————— द्वारा स्वास्थ्य परीक्षा की गई और वह स्वस्थ पाया गया। स्वास्थ्यता प्रमाण पत्र पूरी तरह सुरक्षित रख लिया गया है। देखिये सेवापंजी के खंड II की क्रम संख्या ————— The employee was medically examined by ————— on ————— and found fit. The medical certificate has been kept in safe custody,— vide S. No. ————— of Volume II of the service book.	
2.	चरित्र तथा पूर्ववृत्त Character & antecedent	उसके चरित्र और पूर्ववृत्त की जांच कराई जा चुकी है और जांच रिपोर्ट पूरी तरह सुरक्षित रख ली गई है। देखिये सेवा पंजी के खण्ड II की क्रम संख्या ————— His/her character and antecedent have been verified and the verification report kept in safe custody,— vide S. No. ————— of volume II of the service book.	
3	संविधान के प्रति निष्ठा Allegiance to the Constitution	उसने संविधान के प्रति निष्ठा की शपथ ले ली है/ प्रतिज्ञा कर ली है (देखिये सेवा पंजी के खण्ड II की क्रम संख्या —————)। He/she has taken the oath of allegiance/affirmation to the Constitution,—vide S.No. ————— of volume II of service book.	
4	गोपनीयता की शपथ Oath of Secrecy	उसने सरकारी गोपनीयता अधिनियम सरकारी कर्मचारी सेवा (आचरण) नियमावली पढ़ ली है और गोप- नीयता की शपथ भी ली है (देखिये सेवापंजी के खण्ड II की क्रम संख्या —————)। He/she has read the official Secret Act and the Government employee's Conduct) Rules and has also taken the oath of Secrecy,—vide S. No. ————— of volume II of service book.	
5.	वैवाहिक स्थिति Marital status	उस ने इस आशय की घोषणा कर दी है कि उसके को जीवित पत्नियां/पति नहीं हैं। संबंधित घोषणा पत्र को सेवा पंजी के खंड II के क्रम संख्या ————— पर रख दिया गया है। He/she has furnished declaration regarding his/her not having contracted bigamous marriage. The relevant declaration has been filed at S. No. ————— of volume II of the service book.	
6.	मूल निवास स्थान सम्बन्धी घोषणा पत्र Declaration of Home town	उसने मूल निवास स्थान सम्बन्धी घोषणा पत्र दे दिया है जो कि स्वीकार कर लिया गया है और उसे सेवा पंजी के खंड II में क्रम सं. ————— पर रख दिया गया है। He/she has furnished the declaration of home town which has been accepted and filed at S. No. ————— of volume II of the Service Book.	

7. भाग 1 में इन्दराजों का
सत्यापन
Verification of
entries in part I
- भाग 1 (जीवन वृत्त) की क्रम संख्या 5—8 के सामने
किये गये इन्दराजों के सही होने का सत्यापन मूल प्रमाण
पत्रों से जो कि सम्बन्धित उद्देश्यों के साक्ष्य के वैध दस्तावेज
माने जाते हैं, किया जा चुका है। इन प्रमाण पत्रों की
साक्षात्कृत सेवा पंजी के खंड II में क्रम सं. —————
पर रख ली गई है।
- The correctness of the entries against S.Nos. 5—8
of Part I—'Bio-data' has been verified from
original certificates considered as valid document-
ary evidence for the respective purposes. Attested
copies of these certificates have been filed
at S. No. ——— of volume II of the service book.
-
- 8 * (क) सामान्य भविष्य
निधि संख्या ।
*(a) G. P. F. No.
(ख) सामान्य भविष्य निधि
के लिये नामांकन,
(b) Nomination
for G.P.F.
- उसने सामान्य भविष्य निधि के लिये नामांकन भर
दिया है और निम्नलिखित सम्बन्धित नोटिस जो उनके
सामने दी गई तारीख को लेखा अधिकारी को भेज दिये गये हैं।
सेवा पंजी के खंड II में रख दिये गये हैं।
1.
2.
3.
- He/she has filed nomination for G.P.F. and the
following related notices which have been forward-
ed to the Accounts Officer on dates shown against
them, have been filed in volume II of the service book.
1.
2.
3.
-
9. परिवार का विवरण ।
Family particulars
- उसने परिवार के सदस्यों का विवरण दे दिया है जिसे
सेवा पंजी के खंड II की क्रम संख्या —————
पर रख दिया गया है।
- He/she has furnished details of the family
members which have been filed at S. No. ———
of volume II of the service book.
-
10. मृत्यु तथा निवृत्ति उपदान
तथा परिवार पेंशन ।
D. C. R. G. and
family pension.
- उसने मृत्यु तथा निवृत्ति उपदान और परिवार पेंशन
सम्बन्धी नामांकन और निम्नलिखित सम्बन्धित नोटिस भर
दिये हैं जिन्हें सेवा पंजी के खंड II में उनके सामने दी गई क्रम
संख्या पर रख दिया गया है।
1.
2.
3.
- He/she has filed nomination for D. C. R. G. and
family pension and the following related notices
which have been filed in volume II of the service
book,—vide S. Nos. shown against them.
1.
2.
3.

*जब किसी कर्मचारी की आवंटित सामान्य भविष्य निधि खाते की संख्या में तबदीली हो तो वहां पर तबदीली के लिये
प्राधिकार सहित बदली हुई, संख्या दिखाई जाएगी।

*When G.P.F. number allotted to an official changes, the changed number will be entered here, alongwith
the authority for the change.

III. पिछली अर्हक सेवा और बाह्य विभाग सेवा

III. PREVIOUS QUALIFYING SERVICE AND FOREIGN SERVICE

(क) पिछली अर्हक सेवा

(a) Previous qualifying service,

अवधि Period		पद Post held	प्रयोजन जिसके लिये यह अर्हक होती है Purposes for which it qualifies	प्रमाणकर्ता अधिकारी के हस्ताक्षर तथा पद नाम Signature and designation of certifying officer
से From	तक To			
1	2	3	4	5

(ख) बाह्य विभाग सेवा—

(b) Foreign service

अवधि Period		पद तथा बाह्य विभाग सेवा के नियोक्ता का नाम Post held and name of foreign employer	छुट्टी तथा पेंशन अंशदान किसके द्वारा देय है Leave and pension contribution payable by	छुट्टी और पेंशन अंशदान जो कि वास्तव में प्राप्त हुआ Amount of leave and pension contribution actually received
से From	तक To			
1	2	3	4	5

सेवा वृत्त तथा उसका सत्यापन

IV. HISTORY AND VERIFICATION OF SERVICE

क्रम संख्या	अवधि Period		पद, वेतनमान तथा कार्यालय (स्थान सहित)	वेतन Pay		खाना 4-6 को प्रभावित करने वाली घटना (देखिये अनुदेश 10)	साक्ष्यांकन अधिकारी के हस्ताक्षर तथा पदनाम (तारीख सहित)	सत्यापन अधिकारी के हस्ताक्षर तथा पदनाम (तारीख सहित)	सरकारी कर्मचारी के हस्ताक्षर	अभि- युक्ति- यां
	से	तक		मूल	स्थानापन्न					
Serial No.	From	To	Post, scale of pay and office (with station)	Substan- tive	Officia- ting	Event affec- ting cols 4- 6 (vide ins- truction 10)	Signature and desig- nation of attesting officer (with date)	Signature and desig- nation of verifying officer (with date)	Signature of the Govt. employee	Remarks
1	2	3	4	5	6	7	8	9	10	11

सेवा पंजी के रख-रखाव के लिये अनुदेश
Instructions for maintenance of service book

भाग I
PART I

1. इस भाग में प्रविष्टियां सरकारी कर्मचारी की प्रथम नियुक्ति के समय की जायेंगी और इन्का साक्षात्कृत कार्यालय के अध्यक्ष या इस सम्बन्ध में प्राधिकृत अन्य किसी अधिकारी द्वारा किया जायेगा। इस भाग में होने वाले परिवर्धन का साक्षात्कृत भी उसी प्रकार किया जायेगा।

Entries in this part will be made at the time of first appointment of the Government employee and attested by the head of office or any other officer duly authorised in this behalf. Additions and alterations in this part will also be similarly attested.

2. सम्बन्धित सरकारी कर्मचारी के हस्ताक्षर अथवा बाएं हाथ के अंगूठे के निशान कार्यालय अध्यक्ष अथवा प्राधिकृत अधिकारी की उपस्थिति में लिया जायेगा।

Signature or left hand thumb impression of the government employee concerned will be obtained in the presence of the head of office or authorised officer.

भाग II
PART II

3. पहले सात प्रमाण-पत्रों को सरकारी कर्मचारी की आरम्भिक नियुक्ति के समय और शेष तीन प्रमाण-पत्रों को उपयुक्त अवस्थाओं में दर्ज किया जायेगा। विशेषतया गोपनीयता की शपथ के सम्बन्ध में मद संख्या 4 को प्रमाणित करते समय कार्यालय अध्यक्ष यह सुनिश्चित करेगा कि सरकारी गोपनीयता अधिनियम तथा सरकारी कर्मचारी सेवा (आचरण) नियमावली की एक-एक प्रति सम्बन्धित सरकारी कर्मचारी को औपचारिक रूप से उनकी विषय-वस्तु नोट करने के लिये उपलब्ध कराई जा चुकी है।

The first seven certificates will be recorded at the time of initial appointment of the government employee and the remaining three, at the appropriate stages. In particular before certifying item 4 regarding the oath of secrecy, the head of office will ensure that a copy each of Official Secrets Act and Government Employee's (Conduct) Rules are made available to Government employee concerned for formally noting their contents.

4. इस भाग के खाली स्थान का प्रयोग जब कभी आवश्यक होगा, सेवा सम्बन्धी मामलों में विकल्पों को अपनाने और विभागीय तथा भाषा परीक्षाएं पास करने से सम्बन्धित अन्य प्रमाण-पत्र दर्ज करने के लिये किया जायेगा।

The blank space in this part may be utilised for recording other certificates like those concerning exercise of options in service matters and passing of departmental and language tests, if and when necessary.

5. घोषणा-पत्रों, नामांकनों और सामान्य भविष्य निधि, मृत्यु तथा निवृत्ति उपदान और परिवार पेंशन के लिये नामांकन में होने वाली तबदीली से सम्बन्धित नोटिसों इस भाग में उल्लिखित अथवा विश्वसनीय माने गये शंसा पत्रों और अन्य दस्तावेजों को एक फोल्डर में रख दिया जायेगा जिस पर, " की सेवा पंजी का खंड II" लिखा होगा और इसे कार्यालय अध्यक्ष की सुरक्षा में रखा जायेगा।

The declarations, nominations and related notices like changes in nomination for G.P.F., D. C. R. G. and Family Pension testimonials and other documents referred to or relied upon in this part will be placed in a folder titled "Volume II of service book" to be kept by the head of office in safe custody.

भाग III-क
PART III-A

6. इस भाग में प्रविष्टियां केवल तब की जायेंगी जब पिछली सेवा के सम्बन्ध में सेवा पंजी उपलब्ध नहीं है और जिसे सांप्रतिक साक्ष्य के आधार पर स्वीकार किया जाना है।

This part will be posted only where no service book is available in respect of the past service which has to be admitted on the basis, say, of collateral evidence.

6-क. इस भाग के खाने में की गई प्रविष्टियों को कार्यालय के अध्यक्ष अथवा इस सम्बन्ध में विधि वत प्राधिकृत अन्य किसी अधिकारी द्वारा साक्षात्कृत किया जाना चाहिए।

6-A. Entries made in this part should be attested by the head of office or any other officer duly authorised in this behalf.

6-ख. जिस प्रयोजन अर्थात् छुट्टी, वेतन पेंशन आदि के लिये पिछली सेवा को अहंकारी स्वीकार किया गया है उसका विशेष रूप से उल्लेख किया जाना चाहिए।

6-B. The purpose for which the previous service has been accepted as "qualifying" should be specified e.g., leave, pay, pension etc.

भाग-III-ख

PART III-B

7. खाना 1, 3 और 4 में प्रविष्टियों बाह्य विभाग सेवा नियोक्ता से यह सूचना प्राप्त होने पर कि सरकारी कर्मचारी ने इसके पास कार्यभार ग्रहण कर लिया है, की जायेंगी।

7. Columns 1, 3 and 4 will be posted after receipt of an intimation from the foreign employer about the Government employee having reported to him for duty.

8. खाना 2 सरकारी कर्मचारी के बाह्य विभाग सेवा से प्रत्यावर्तन होने के पश्चात् भरा जायेगा।
Column 2 will be filled after the reversion of the Government employee from foreign service.

9. खाना 4 की प्रविष्टि संक्षिप्त होगी अर्थात् बाह्य विभाग सेवा नियोक्ता अथवा सरकारी कर्मचारी जैसा भी उपयुक्त हो।
Entry in column 4 will be brief, i.e. 'foreign employer' or 'government employee', as may be appropriate.

भाग IV

PART IV

10. इस भाग में प्रविष्टियाँ प्रारम्भिक नियुक्ति के समय और उसके बाद पद, कार्यालय स्थान, वेतनमान, अथवा नियुक्ति की किस्म की तबदीली जैसी घटनाओं पर की जायेंगी। ऐसी घटनाओं में नियुक्ति, पदोन्नति, प्रत्यावर्तन प्रतिनियुक्ति, स्थानांतरण (बाह्य विभाग सेवा में स्थानांतरण सहित), वेतन वृद्धि, छुट्टी और निलम्बन भी सम्मिलित है।

Entires in this part will be made at the time of initial appointment and thereafter, on the occurrence of events involving a change in the post, office, station, scale of pay or nature of appointment. Such events will include appointment, promotion, reversion, deputation, transfer (including transfer on foreign service), increment, leave and suspension.

11. स्थायीकरण, स्नाधिकता और निलम्बन तथा सेवा में अन्य प्रकार के अवरोधों की प्रविष्टियों लाल स्याही से की जायेंगी।
Entries regarding confirmation, quasi-permanency and suspension and other forms of interruption in service, will be made in red ink.

12. किसी विशेष प्रविष्टि के सम्बन्ध में खाना 3 को अगली प्रविष्टि करते समय भरा जायेगा।
Column 3 in respect of a particular entry will be posted at the time of making the next entry.

13. दूसरी तथा बाद की प्रविष्टियों के सम्बन्ध में खाना 4 केवल उस समय भरा जाना चाहिए जब पद, वेतनमान, कार्यालय या स्थान में कोई तबदीली हो।
Column 4 in respect of second and [subsequent entries [need] be filled only if there is a change in the post, scale of pay, office or station.

14. खाना 5 और 6 में वेतन के विभिन्न अंशों को पृथक् से दिखाया जाएगा जैसे $240 + 50$ (वि. वे) $+ 80$ (ब.वे.)।
Columns 5 and 6 will show different components of pay separately, thus " $240 + 50$ (S.P.) $+ 80$ (P.P.)"

15. किसी प्रविष्टि से सम्बन्धित खाना 7 को अगली प्रविष्टि करते समय भरा जायेगा, छुट्टी के मामले में, इस खाने में छुट्टी की किस्म भी दिखाई जायेगी।
Column 7 concerning an entry will be posted at the time of making the next entry. In the case of leave, this column will also indicate nature of leave.

16. खाना 8 में हस्ताक्षर करने से पहले साक्ष्यांकन अधिकारी यह सुनिश्चित करेगा कि जिस प्रविष्टि का वह साक्ष्यांकन कर रहा है उसके खाना 2 में दिखाई गई तारीख और पूर्ववर्ती प्रविष्टि के खाना 3 में दिखाई गयी तारीख में कोई ऐसा स्थान नहीं छोड़ा गया है जिसका स्पष्टीकरण न दिया गया हो।

Before putting his signatures in column 8, the attesting officer will ensure that there is no un-explained gap between the date shown in column 2 of the entry he is attesting and column 3 of the preceding entry.

17. वर्ष के आरंभ में अथवा किसी अन्य कार्यालय/महालेखाकार की सेवा दस्तावेज का हस्तान्तरण करते समय यदि इस प्रकार की घटना इससे पहले घटे तो कालम 2—7 की प्रविष्टियों का उत्पादन पंजाब वित्तीय नियमावली के नियम 7.18 की शर्तों के अनुसार सम्बन्धित अभिलेख के सन्दर्भ में किया जाएगा। खाना 9 में हस्ताक्षर करते समय, सत्यापन अधिकारी उसके द्वारा सत्यापित की गई प्रविष्टियों की क्रम संख्या और जिस रिकार्ड से सत्यापन किया गया है, का उल्लेख करेगा। वह यह भी सुनिश्चित करेगा कि इस मामले में उसके द्वारा सत्यापित प्रथम प्रविष्टि तथा पिछली बार जिस अन्तिम प्रविष्टि का सत्यापित करना प्रमाणित किया गया है उसकी क्रम संख्या में कोई स्थान नहीं छोड़ा गया है।

At the beginning of the year or at the time of transfer of service documents to another office/A.G. if this event occurs earlier entries in column 2—7 will be verified, with reference to relevant records in terms of Rule 7.18 of P.F.R. Vol. I. While putting his signatures in column 9, the verifying officer will indicate the S. No. of the entries he has verified and the records from which verified. He will also ensure that there is no gap between the S. No. of the first entry verified by him in the instant case and that of the last entry certified as having been verified on the last occasion.

18. यदि अपरिहार्य कारणों से कर्मचारी को सेवा पंजी दिखाना और खाना 10 में उसके हस्ताक्षर लेना सम्भव नहीं है तो उसे *प्राप्ति स्वीकार ने और वापसी के लिये निर्धारित फार्म *में सारांश भेज दिया जाएगा। इसके वापस प्राप्त होने पर, इस प्रकार की प्राप्ति सूचना को सेवा पंजी के खंड II में रख दिया जायेगा।

If for unavoidable reasons, it is not possible to show the service book to the employee and to obtain his signature in col. 10, an abstract in the prescribed form will be communicated to him for acknowledgement and return. On receipt back, such acknowledgement will be kept in volume II of the service book.

*परिशिष्ट

*Appendix

19. वेतन वृद्धि पर रोक लगाने, दक्षता रोध लागू करने व जैसी घटनाएं जो खाना 1—5 की प्रविष्टियों को प्रभावित नहीं करतीं, संक्षेप में कालम 11 में नोट कर ली जायेंगी।

Events like stoppage of increment, enforcement of efficiency bar, which do not affect entries in columns 1—5, will be briefly noted in column 11.

परिशिष्ट
Appendix

वर्ष 19.....के दौरान.....
(नाम)

द्वारा की गई सेवा का सारांश

पदनाम और कार्यालय

Abstract of service rendered by

(name)

....., during the years 19.....
(designation and office)

पेंशन/मृत्यु तथा निवृत्ति उपदान के लिये अर्हक सेवा की अवधि

अवधि यदि कोई हो जो सेवा के रूप में अर्हक न हो और उसके कारण

Period of qualifying as service for purposes of pension/D.C.R.G.

Period if any, not qualifying as service, and reasons therefor

से (तारीख) From (Date)	तक (तारीख) To (Date)	अवधि Period	से (तारीख) From (Date)	तक (तारीख) To (Date)	अवधि Period	कारण Reasons
1	2	3	4	5	6	7

कार्यालय अध्यक्ष के हस्ताक्षर,
Signature of Head of Office.

मैं एतद्वारा

की अवधि में की गई सेवा के सारांश की प्राप्ति

स्वीकार करता हूँ और इसे सही मानता हूँ।
नीचे दिए गए कारणों से स्वीकार नहीं करता हूँ

I hereby acknowledge the receipt of the abstract of service rendered by me during, and accepted it
do not accept it

as correct
indicated below.
for reasons

सरकारी कर्मचारी के हस्ताक्षर।
Signature of Government employee.

3. In the said rules, Forms C.S.R. 14 and 15 shall be deleted.

T. K. BANERJI,
Commissioner and Secretary to Government,
Haryana, Finance Department.